

City of Fort Smith, Arkansas  
Minutes of the Streets, Bridges and Associated Drainage  
Capital Improvements Plan (CIP) Advisory Committee Meeting  
August 3, 2017

A meeting of the Streets, Bridges and Associated Drainage Capital Improvement Plan (CIP) Advisory Committee was called to order at 12:00 p.m. on August 3, 2017, in the Planning Conference Room #326 of the City by Aaron St. Amant.

Committee members present:

Aaron St. Amant – Ward 3 (Chairman)  
Stan Vlademar – Ward 1  
Robert Brown – Ward 3  
David Armbruster – Ward 4  
Philip Rosar – Ward 4  
Nathaniel Deason – Ward 4

Committee members absent:

Tiffinee Baker – Ward 2

City Staff Present:

Stan Snodgrass, Director of Engineering  
Jennifer Stevens, Accounting Technician  
Carl Geffken, City Administrator  
Jennifer Walker, Director of Finance  
Matt Meeker, Interim Director of Operations

Minutes of the May 18, 2017 Meeting

Aaron St. Amant made the motion to approve the minutes from the last meeting and Robert Brown seconded the motion. The minutes were approved 6 in favor and 0 opposed.

Aaron St. Amant recommended that we move up the Citizen's Forum from the end of the meeting as there were several representatives from the Chaffee area regarding street work in the Chaffee area.

Citizen's Forum:

Rod Coleman with ERC Properties stated that a group of individuals with interest in the Fort Chaffee Redevelopment Area (FCRA) area were present which included Kyle Parker (Arkansas College of Osteopathic Medicine), Nick Griffin (ArcBest) and Bob Cooper (Ghan/Cooper). Rod stated that Ivy Owen (FCRA) was unable to attend today's meeting. Rod stated the group had a traffic study completed for the FCRA area and based on the study that they expect tremendous growth and increased traffic in this area. The group

is requesting improvements which include the widening of Wells Lake Road to the master street plan section (3 lane street section including adding curb/gutter, sidewalks and closed storm drainage) and extension of Massard Road to include the full four lane boulevard section south of Zero Street and extending to beyond its intersection with McClure Drive. The traffic study recommends the installation of traffic signals in the next three years for the intersections of Massard Road at McClure Drive, Wells Lake Road at McClure Drive, Wells Lake Road at R.A. Young Jr. Drive, and Zero Street at Chad Colley Boulevard.

Robert Brown stated that the city has invested a lot of money in that FCRA area and asked if the group would be contributing towards the street improvements they are requesting. Rod Coleman stated there has been significant funds invested by all those in the group towards development of this area and that the FCRA has cost shared with the City on previous streets at FCRA. Nick Griffin stated that there was a 50/50 split cost between the Fort Chaffee Redevelopment and the City on cost sharing for the McClure Drive and R.A. Young Jr. Drive projects.

Stan Snodgrass stated that to widen the street to include a center turn lane and add curb/gutter, closed drainage and sidewalks to Wells Lake Road would cost upwards of \$7 million. David Armbruster stated that we would have to take money from our other projects that are committed to the Capital Improvements Plan in order to have any money to put towards doing improvements in the FCRA. David stated that maybe the FCRA should focus development on what's available instead of expanding the development area. Robert Brown agrees there is growth in the FCRA but does not want to neglect the north side of town or other projects that need to be done. David Armbruster asked based on the study which was the most area in need of improvement. Rod Coleman said the improvements to Wells Lake Road.

Stan Vlademar asked how set are the projects that are already on the CIP street listing as proposed work to be completed. Stan Snodgrass stated that the Advisory Committee can make recommendations to change the plan as it sees fit, however the approval of the CIP is by the Board of Directors and not the Advisory committee. Robert Brown stated that this is a huge economic development, but we need to get the construction done first before we start repairing the roads. Aaron St. Amant stated that we have heard the concerns and will have to discuss it. David Armbruster asked that Ivy Owen be requested to attend the next meeting on August 31, 2017 to discuss further. All the other committee members agreed.

David Armbruster asked the status of Geren Road project and questioned the possibility of pushing back the project or possibly reducing it to an overlay project. Stan Snodgrass stated that it is in design and approximately 90% complete with acquisition of right of way remaining. David asked Stan to have traffic counts taken on Geren Road and on Wells Lake Road. Stan Vlademar stated that the Geren Road is not wide enough with the intersection of Hwy 45 and causes issues with truck turning traffic onto Hwy 45. Stan Snodgrass stated that when the ArDOT widens Hwy 45 to 5 lanes it will include radius improvements with Geren Road which will resolve that problem.

David Harris stated that the Propelling Downtown Forward Plan recommends significant street improvements in the downtown area and questioned the committee about what their response would be when the Central Business Improvement District shows up at a future meeting requesting those funds. Carl Geffken stated that it will depend on the availability of funds.

#### Old Business:

Update on CIP Funding Allocation - Jennifer Walker provided the attached memo in reference to the "Update on Allocations Project 2017". The allocation report is being completed by the Przybysz Accounting Firm and it should be complete well before the first budget presentation in October 2017. David Armbruster asked how on the Finance Department that it is \$77,146 per employee and what do they do for that amount. Carl Geffken said that you have to look at personnel, operating systems and how much time was spent on preparation of payments. Jennifer Walker stated that there are some very large operating systems, like the new ERP financial system that the City is switching to which is a new finance program. Jennifer stated that she reviews the contracts for each project, and the auditors also review them. Carl Geffken stated that finance also does account payments, accounts receivable, maintains the budget and does payroll for all of the employees. Robert Brown stated he thinks there is fluff in the numbers and wants to see billable hours for the process of finance. Once the Przybysz report on the CIP funding allocations is complete it will be provided to the committee.

Update on Street Ratings - Stan Snodgrass stated the street ratings were complete and gave a presentation of the findings. The ratings are shown graphically and the conditions of the streets are color coded from excellent to poor. Stan noted that the new street ratings were compared with our internal 2017 ratings for the streets in the worst condition and the two rating methods generally agreed. Robert Brown stated that Phoenix Avenue West of Old Greenwood Road is severely cracking. Stan Snodgrass stated that this section of Phoenix Avenue was about 15 years old and the cracking is characteristic of superpave asphalt. Robert Brown stated that we should improve our street design standards and the streets would last longer. Matt Meeker stated that this section of Phoenix Avenue was built to the AHTD standards.

Update on Street Design Standards – Stan Snodgrass stated that the draft report for the update to the street standards had been submitted. A cursory review of the report recommended increasing the street construction inspection requirements of subdivisions by the developer, increasing the pavement design to account for construction traffic, requiring underdrains on cut slopes and modifying the subgrade requirements to increase the subgrade capacity. Stan noted that these standards have not been thoroughly reviewed due to the limited staff of being short two of four city project engineers.

Update on evaluation of May Branch Drainage Design – Stan Snodgrass noted that the FTN study was ongoing and a draft report should be submitted in the next 60-90 days. Stan noted that the study was looking at different options to reduce flooding for a lower frequency storm event on both the May Branch and Town Branch drainage systems.

New Business:

Stan Snodgrass gave a brief overview of the 2018 CIP referring to the dollar amounts for the various types of projects which were approved as part of the 2017 CIP. He indicated there would be more detailed project specific information presented at the next meeting.

The next meeting will be August 31, 2017 at 12:00 p.m. in the Planning Conference Room #326.

With no further discussion or business, a motion to adjourn was made by Robert Brown and seconded by Philip Rosar at 2:10 p.m. All were in favor with none opposed.

# Memo



To: Stan Snodgrass, Engineering Director  
From: Jennifer Walker, Finance Director  
CC: Carl Geffken, City Administrator  
Date: 8/3/2017  
Re: Update on Allocations Project 2017

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The allocations project is underway with Przybysz Accounting firm in Fort Smith, AR. The project is estimated to be complete in the next few weeks, well before the first budget presentation in October 2017.

Regarding the allocation study related to the Street Sales Tax Fund, some changes are expected, although the overall impact will be minor. We expect a reduction of \$50,000 or less in the overall allocation. However, individual program allocations may fluctuate more. The attached document shows the current 2017 budget allocations and highlights the programs to which we expect to see a decrease in allocation. Overall, Finance projects that the allocation from the Street Sales Tax Fund to the General Fund will remain in the \$2.2 – 2.3 Million range for the next few years.

The final report, when completed, will be distributed to the CIP committee and published on the City's website.

## Distribution of Appropriations to the Operating Funds FY17 Budget

	<b>Total Funds</b>	<b>Street Sales Tax Fund</b>
<b>Policy and Administration</b>		
4101 Board of Directors	126,210	18,932
4102 City Administrator	479,320	95,864
4405 Internal Audit	239,520	40,718
<b>Total Policy and Administration</b>	<b>845,050</b>	<b>155,514</b>
<b>Management Services Division</b>		
4104 Human Resources	651,768	65,177
4105 City Clerk	305,760	30,576
4301 Finance	1,506,620	301,324
4303 Collections	379,804	37,980
4304 Accounting Systems / ERP	4,165,569	83,311
4306 Purchasing	620,648	62,065
4401 Info. & Tech. Services	1,677,688	402,645
<b>Total Management Services</b>	<b>9,307,857</b>	<b>983,079</b>
<b>Development Services Division</b>		
4103 Engineering	1,418,852	1,135,082
4106 Planning and Zoning	707,950	141,590
<b>Total Development Services</b>	<b>2,126,802</b>	<b>1,276,672</b>
<b>Total Appropriations</b>	<b>12,279,709</b>	<b>2,415,264</b>

Note: Items highlighted in yellow will likely see a decrease in funding allocation to the Sales Tax Fund.

## City of Fort Smith Financial Structure

### Division

#### Program Number and Title

#### Funding Source

	General Fund	Street Sales Tax Fund	Street Maintenance Fund	Sewer Operating Fund	Sanitation Operating Fund	Other Fund
<b>Policy &amp; Administrative Services</b>						
4100 Mayor	43%	-	8%	37%	12%	
4101 Board of Directors	28%	15%	8%	37%	12%	
4102 City Administrator	23%	20%	8%	37%	12%	
4201 District Court	100%	-	-	-	-	
4202 City Prosecutor	100%	-	-	-	-	
4203 Public Defender	100%	-	-	-	-	
4204 City Attorney	50%	-	25%	-	25%	
4206 District Court - State Division	100%	-	-	-	-	
4405 Internal Auditor	28%	17%	3%	45%	7%	
<b>Management Services</b>						
4104 Human Resources	53%	10%	7%	21%	9%	
4105 City Clerk	33%	10%	8%	37%	12%	
4301 Finance	18%	20%	8%	42%	12%	
4303 Collections	33%	10%	8%	37%	12%	
4304 Utility Billing/Customer Service	3%	2%	5%	75%	15%	
4306 Purchasing	33%	10%	8%	37%	12%	
4401 Information & Technology Svcs	37%	24%	5%	25%	9%	
6912 Parking Deck - Personnel	100%	-	-	-	-	
6921 Public Parking Deck	-	-	-	-	-	100% Parking Authority Fund
<b>Development Services</b>						
4103 Engineering	5%	80%	5%	10%	-	
4106 Planning & Zoning	65%	20%	-	15%	-	
4107 Community Development	-	-	-	-	-	100% CDBG Fund
4108 Building Safety	100%	-	-	-	-	
6900 Neighborhood Services	-	-	-	-	-	100% Cleanup / Demo Fund
<b>Police Services</b>						
4701 Administration	100%	-	-	-	-	
4702 Support Services	100%	-	-	-	-	
4703 Investigations	100%	-	-	-	-	
4704 Patrol	100%	-	-	-	-	
4705 Radio Communications	100%	-	-	-	-	
4706 Airport Services	100%	-	-	-	-	
6911 Police Grant	-	-	-	-	-	100% Special Grants Fund
6920 Parking Enforcement	-	-	-	-	-	100% Parking Authority Fund
<b>Fire Services</b>						
4801 Administration, Training, & Prev	100%	-	-	-	-	
4802 Suppression	100%	-	-	-	-	
4803 1/8% Sales Tax Operations	100%	-	-	-	-	
4804 Training	100%	-	-	-	-	
<b>Operation Services</b>						
<b>Streets &amp; Traffic Control</b>						
5101 Administration	-	-	100%	-	-	
5302 Street Construction	-	-	100%	-	-	
5303 Street Drainage	-	-	100%	-	-	
5304 Street Maintenance	-	-	100%	-	-	
5305 Sidewalk Construction	-	-	100%	-	-	
5401 Traffic Control	-	-	100%	-	-	
5403 Street Lighting	-	-	100%	-	-	
<b>Operation Services</b>						
<b>Water &amp; Sewer</b>						
5501 Utility Administration	-	-	-	100%	-	
5521 Business & Finance	-	-	-	100%	-	
5522 Communications & Training	-	-	-	100%	-	
5523 Engineering & Technology	-	-	-	100%	-	
5590 Non-Capital Projects	-	-	-	100%	-	
5603 Sewer Treatment	-	-	-	100%	-	
5604 Water Treatment	-	-	-	100%	-	
5610 Water Line Maintenance	-	-	-	100%	-	

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	General Fund	Street Sales Tax Fund	Street Maintenance Fund	Sewer Operating Fund	Sanitation Operating Fund	Other Fund
5611 Sewer Line Maintenance	-	-	-	100%	-	
5612 Sewer Line Construction	-	-	-	100%	-	
5618 Debt Service	-	-	-	100%	-	
5625 Environmental Quality	-	-	-	100%	-	
5626 Fleet, Bldg, Environ Maintenan	-	-	-	100%	-	
5627 Water System Construction	-	-	-	100%	-	
<b>Operation Services</b>						
<b>Parks &amp; Recreation</b>						
6101 Health Services	100%	-	-	-	-	
6201 Parks Maint (Operating)	85%	-	15%	-	-	
6201 Parks Maint (Capital Outlay)	100%	-	-	-	-	
6202 Oak Cemetery	100%	-	-	-	-	
6204 Community Centers	100%	-	-	-	-	
6205 Aquatics	100%	-	-	-	-	
6206 Riverfront/Downtown Maintenan	100%	-	-	-	-	
6207 The Park at West End	100%	-	-	-	-	
6208 1/8% Sales Tax Operations	100%	-	-	-	-	
<b>Operation Services</b>						
<b>Sanitation</b>						
6301 Administration	-	-	-	-	100%	
6302 Residential Collections	-	-	-	-	100%	
6303 Commercial Collections	-	-	-	-	100%	
6304 Fleet & Grounds Maintenance	-	-	-	-	100%	
6305 Sanitary Landfill	-	-	-	-	100%	
6307 Roll -Off Collections	-	-	-	-	100%	
<b>Operation Services</b>						
<b>Public Transit</b>						
6550 Transit	100%	-	-	-	-	
<b>Non-Departmental</b>						
6870 Convention & Visitors Bureau	-	-	-	-	-	100% A&P Fund